



DACORUM BOROUGH COUNCIL

STANDING ORDER C1 PARAGRAPH 6

APPOINTMENT OF SUBSTITUTE MEMBERS TO COMMITTEES ETC

From: Councillor _____ (NAME) (Please print)
(Group Leader or Deputy Leader)

To: Chief Executive

Dear Chief Executive

I hereby give notice that my Group will be represented at the following meeting(s) by the substitute Member(s) set out below:

1. Name of Committee/Sub-Committee: _____
Date of meeting: _____
Councillor _____ in place of Councillor _____
for the above meeting.
Reason for Substitution: _____

2. Name of Committee/Sub-Committee: _____
Date of meeting: _____
Councillor _____ in place of Councillor _____
for the above meeting.
Reason for Substitution: _____

(Signed) _____ (Date) _____

Received this notice (signed) _____ and passed to
Committee Section (date and time) _____

(See notes on reverse of this form)

NOTES

1. This form must be completed by Group Leaders or Deputy Leaders to notify appointments of substitute members to Committees and Sub-Committees in accordance with Paragraph 35.3 of the Council's Constitution (as adopted at Council meeting on 4 September 2001).
2. The completed form must be signed and dated and the white and yellow copies delivered to the Chief Executive to be received at least 24 hours before the meeting in respect of which the substitution is proposed.
3. The Officer first receiving the form within the Chief Executive's Department must sign it, insert date and time and pass it to the relevant Members Support Officer or the Members Support Manager.
4. If a completed form cannot be produced at the meeting, signed and dated and times as above, the appointment will not be valid, and the substitute will have no rights of membership or voting.
5. Valid substitute membership forms will be placed in a file and maintained for inspection. The substitute member will also be recorded in the minutes of the meeting.
6. Members Support will retain the white (top) copy, the Clerk to the relevant meeting will be given the yellow copy, and the relevant Group Leader will retain the pink copy of the relevant replacement membership form.